

## PeopleSoft Training: Self Service Learning and Development

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REQUEST TRAINING

LICENSES AND  
CERTIFICATES

Education

Memberships



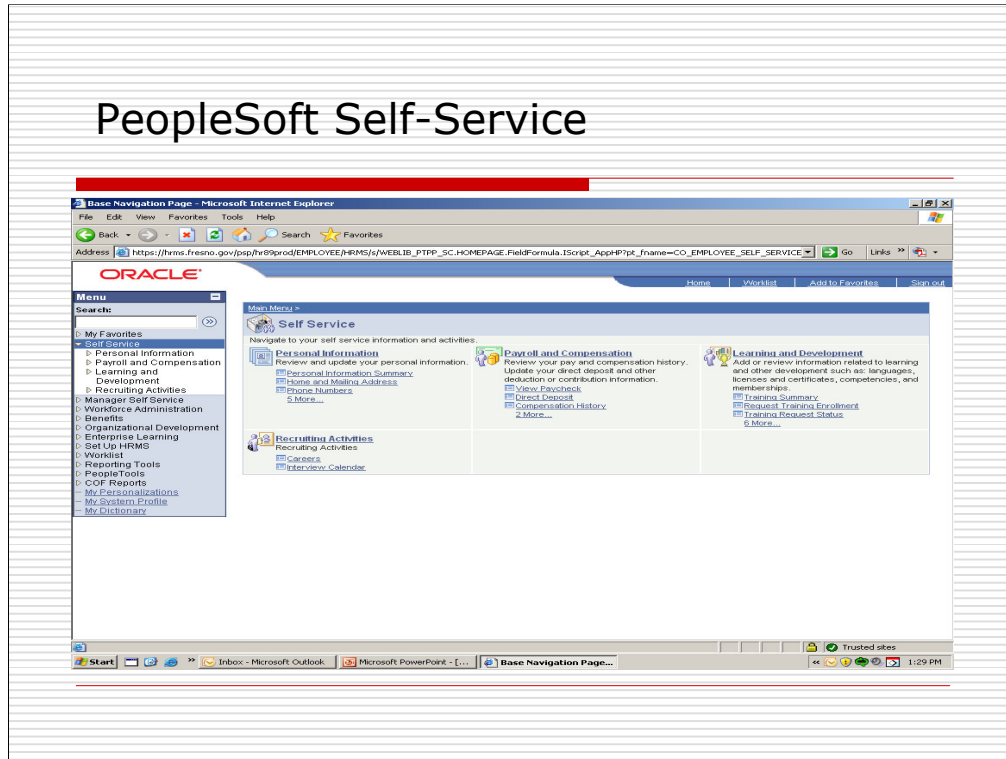
Languages

Honors and  
Awards

Track COF  
and outside  
training

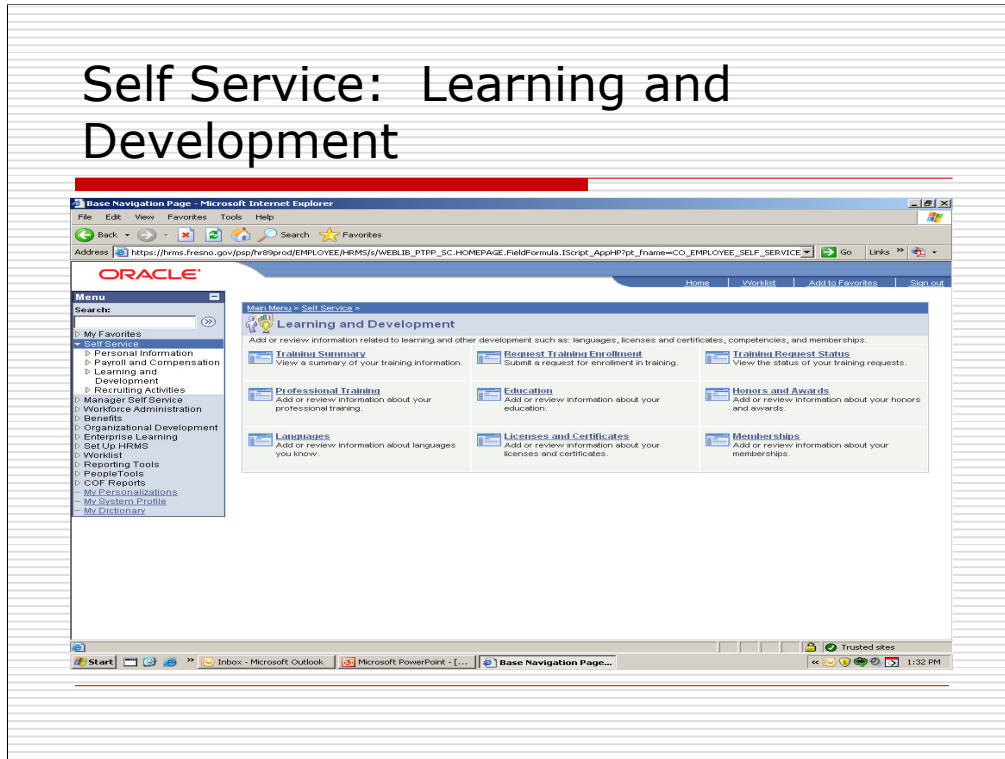
Click on the Personal Data Management icon from any City of Fresno network computer. From the PeopleSoft sign on screen, enter your UserID and password. If you do not remember your log-in information, please call the ISD help desk at X7100.

# PeopleSoft Self-Service



**From the main menu in PeopleSoft . . . click on Self Service and then Learning and Development.**

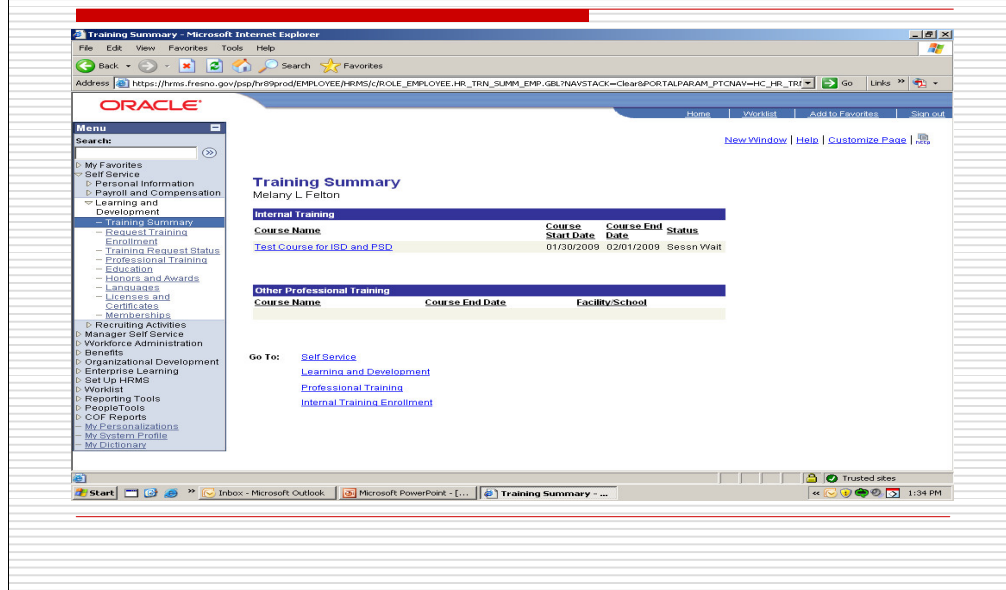
# Self Service: Learning and Development



**There are nine modules in Learning and Development:**

1. **Training Summary** (View a summary of your training)
2. **Request Training Enrollment** (Submit a request for enrollment in training)
3. **Training Request Status** (View the status of your requests)
4. **Professional Training** (Add or review information about your professional training)
5. **Education** (Add or review information about your education)
6. **Honors and Awards** (Add or review information about honors and awards)
7. **Languages** (Add or review information about languages you know)
8. **Licenses and Certificates** (Add or review information about your licenses and certificates)
9. **Memberships** (Add or review information about your memberships)

# Learning and Development: Training Summary

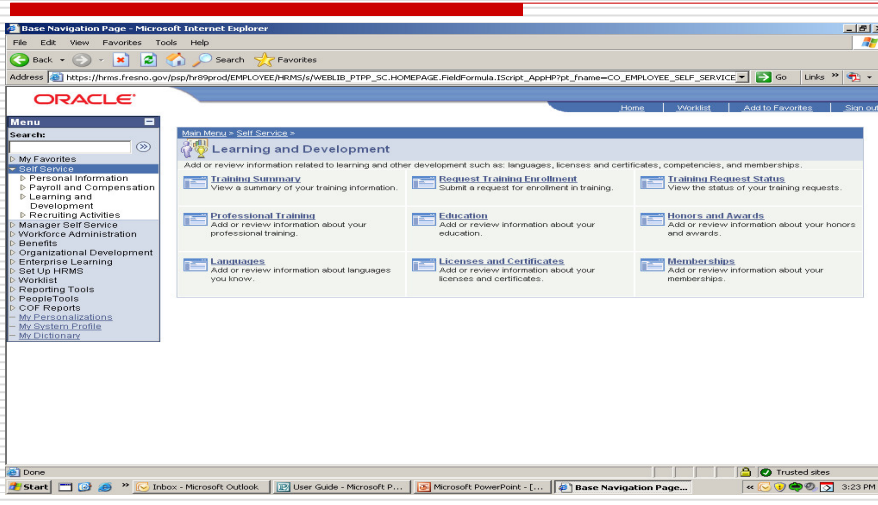


The first icon under Learning and Development is:

**Training Summary** (View a summary of your training). Employees will be able to see a list of their internal training courses as well as other professional training courses completed outside the City of Fresno.



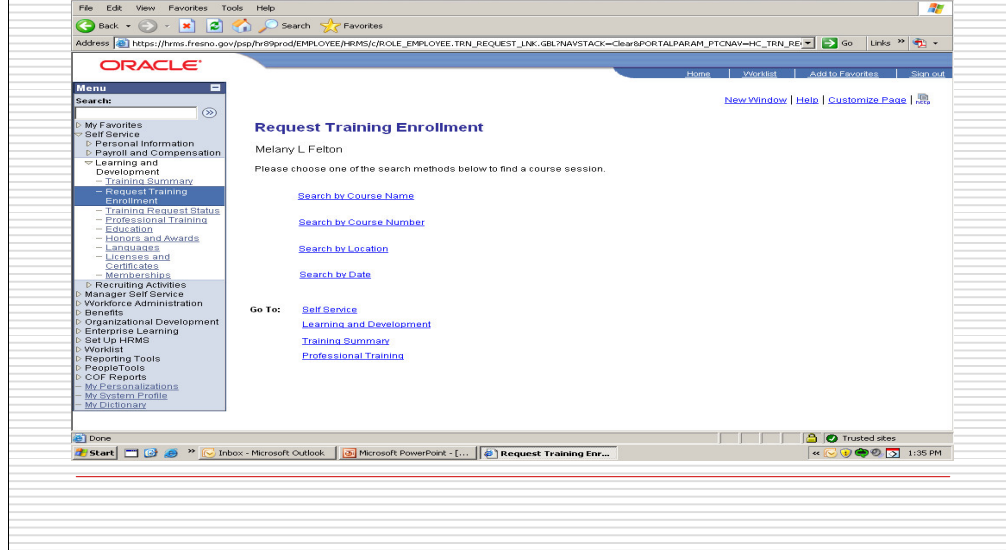
# Self Service: Learning and Development



The second icon under Learning and Development is:

**Request Training Enrollment** (Submit a request for enrollment in training).

# Learning and Development: Request Training Enrollment



**In Request Training Enrollment there are four ways to look for training courses:**

- 1. Search by Course Name**
- 2. Search by Course Number**
- 3. Search by Location**
- 4. Search by Date**

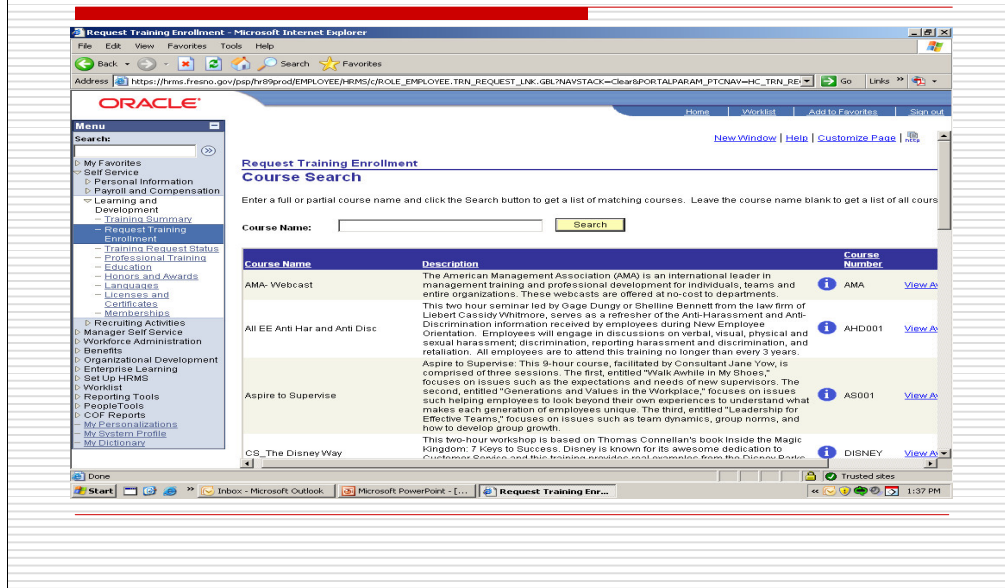
**The most common way to search is by Course Name. To proceed, click on “Search by Course Name.”**

# Learning and Development: Request Training Enrollment

The screenshot shows a web browser window titled "Request Training Enrollment - Microsoft Internet Explorer". The address bar displays a URL from the Fresno.gov HRMS system. The Oracle logo is at the top left. A left-hand menu lists various HR and training options, with "Request Training Enrollment" selected. The main content area is titled "Request Training Enrollment Course Search". It includes instructions to enter a course name and click the "Search" button. Below the instructions is a text input field labeled "Course Name:" and a yellow "Search" button. A link "Return to Request Training Enrollment" is also present. The browser's taskbar at the bottom shows the Start button and several open applications, including Microsoft Outlook, PowerPoint, and the current Request Training Enrollment page.

Enter a full or partial course name and click the “Search” button to get a list of matching courses. Leave the course name blank to get a list of all courses, then click on the “Search” button.

# Learning and Development: Request Training Enrollment



**In the Request Training Enrollment page, view the complete list of all courses being offered at this time. Once you have located the course you would like to enroll in, click on “View Available Sessions.”**

# Learning and Development: Request Training Enrollment

**Menu**

- Search
- My Favorites
- Self Service
  - Personal Information
  - Payroll and Compensation
- Learning and Development
  - Request Training Enrollment
  - Training Request Status
  - Professional Training
  - Education
  - Honors and Awards
  - Licenses and Certificates
  - Memberships
- Recruiting Activities
- Manager Self Service
- Workforce Administration
- Benefits
- Organizational Development
- Enterprise Learning
- Set Up HRMS
- Worklist
- Reporting Tools
- People Tools
- COF Reports
- My Personalizations
- My System Profile
- My Dictionary

**View Available Sessions**

DISNEY CS\_The Disney Way

Click on a session number in the list below to view session details or to request enrollment in that session.

03/12/2009				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0001	Fresno City Hall	2.0	24	0

06/04/2009				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0002	Fresno City Hall	2.0	24	0

09/10/2009				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0003	Fresno City Hall	2.0	25	0

12/03/2009				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0004	Fresno City Hall	2.0	25	0

[Return to Course Search](#)

Click on a session number to view session details or to request enrollment in that session.

# Learning and Development: Request Training Enrollment

**Request Training Enrollment - Microsoft Internet Explorer**

Address: [https://hrms.fresno.gov/psp/hr/990box/EMPLOYEE/HRMS/c/ROLES\\_EMPLOYEE\\_TRN\\_REQUEST\\_LINK.GBL?NAVSTACK=Clear&PORTALPARAM\\_PTCNAV=HC\\_TRN\\_RE](https://hrms.fresno.gov/psp/hr/990box/EMPLOYEE/HRMS/c/ROLES_EMPLOYEE_TRN_REQUEST_LINK.GBL?NAVSTACK=Clear&PORTALPARAM_PTCNAV=HC_TRN_RE)

**ORACLE**

Menu: Learning and Development, Faculty Event Tracking, Training Summary, Request Training Enrollment, Training Request Status, Professional Training, Education, Honors and Awards, Licenses and Certificates, Memberships, Competencies, RI Development Plan, RI Development Review, RI Observation, RI CI Review, Performance Management, Recruiting Activities, Workflow User Preferences, Manager Self Service, Recruiting, Workforce Administration, Benefits, Compensation, Organizational Development, Enterprise Learning, Set Up HRMS, Worklist, Reporting Tools, PeopleTools, COF Reports, Careers, Change My Password

**Request Training Enrollment**

**Session Detail**

Melany L. Felton

Click Continue to submit your training request.

**Course:** DISNEY CS\_The Disney Way  
**Session:** 0001  
**Location:** Fresno City Hall  
**Start Date:** 03/12/2009  
**Duration (Hours):** 2.0  
**Language:**  
**Prerequisites:** None

**Session Schedule**

Date	Start Time	End Time
Thursday 03/12/2009	2:00PM	4:00PM

☒ If this session is full, place me on the waiting list.

[Continue](#)

[Return to Course Search](#)

After reviewing session details, click “continue.”

# Learning and Development: Request Training Enrollment

**Request Training Enrollment - Microsoft Internet Explorer**

Address: [https://hrms.fresno.gov/hrms/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE\\_TRN\\_REQUEST\\_LINK.GBL?NAVSTACK=Clear&PORTALPARAM\\_PTCNAV=HC\\_TRN\\_RE](https://hrms.fresno.gov/hrms/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_TRN_REQUEST_LINK.GBL?NAVSTACK=Clear&PORTALPARAM_PTCNAV=HC_TRN_RE)

**ORACLE**

**Menu**

- Learning and Development
  - Faculty Event Tracking
  - Training Summary
  - Request Training Enrollment
    - Training Request Status
    - Professional Training
    - Education
    - Honors and Awards
    - Languages
    - Licenses and Certificates
    - Memberships
    - Competencies
    - RI Development Plan
    - RI Development Review
    - RI Observation
    - RI CI Review
  - Performance Management
  - Recruiting Activities
    - Workflow User Preferences
  - Manager Self Service
  - Recruiting
  - Workforce Administration
  - Benefits
  - Compensation
  - Organizational Development
  - Enterprise Learning
  - Set Up HRMS
  - Worklist
  - Reporting Tools
  - PeopleTools
  - COF Reports
  - Calendar
  - Change My Password

**Submit Request**

Enter comments (optional) and click the Submit button at the bottom of the page to complete your request.

**Course:** DISNEY CS\_The Disney Way  
**Session:** 0001  
**Location:** Fresno City Hall  
**Course Start Date:** 03/12/2009 **Start Time:** 2:00PM **End Time:** 4:00PM  
**Duration (Hours):** 2.0  
**Language:**

**Melany L. Felton**

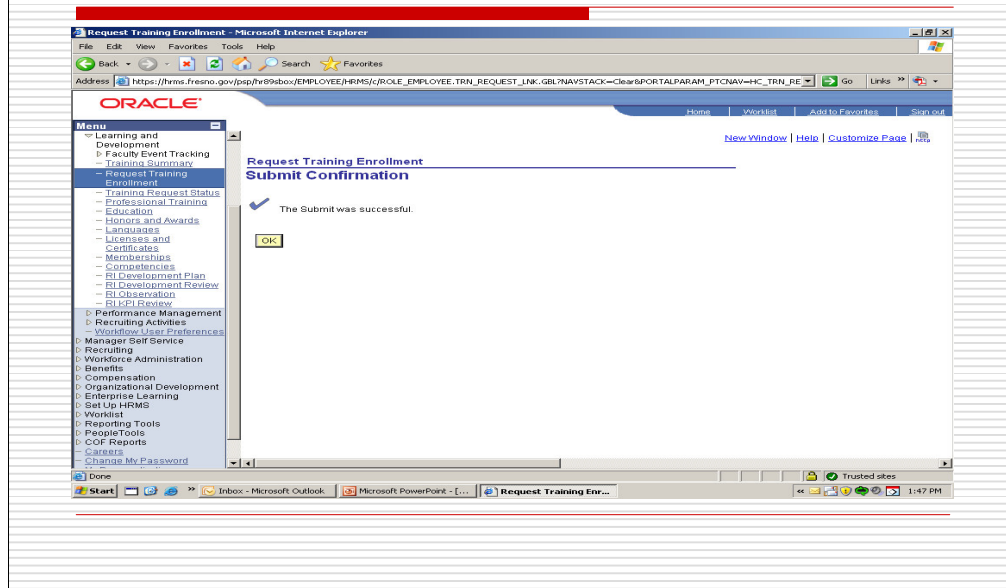
**EmpID:** 06932

**Comment:** This is the class we agreed upon during my last Coaching session.  
THANKS!

**Submit**

Enter comments (optional) and click the “Submit” button at the bottom of the page to complete your request for training.

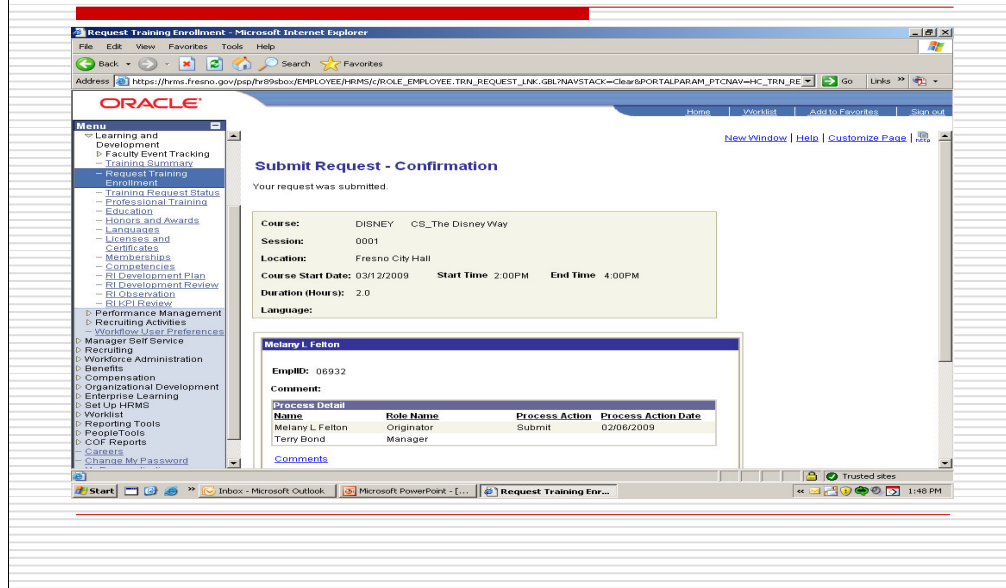
# Learning and Development: Request Training Enrollment



**This page shows your transmittal (submit) was successful and proceed to the next page by clicking on the “Ok” button.**

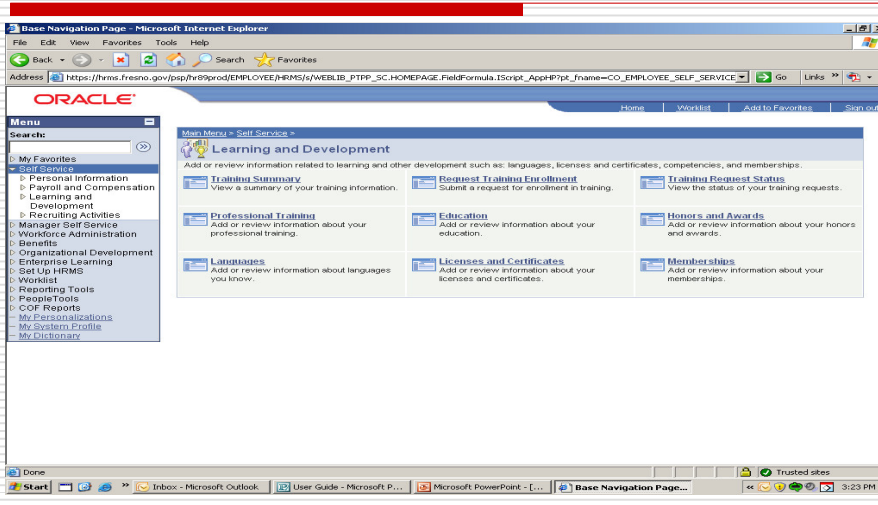


# Learning and Development: Request Training Enrollment



This is your Submit Request -Confirmation Page.... letting you know your request for training was submitted successfully.

# Self Service: Learning and Development



The third icon on the Learning and Development page is:

**Training Request Status (View the status of your training requests).**

# Learning and Development: Training Request Status

**Training Request Status**

Click the Training Enrollment link for the request you would like to review.

**Training Enrollment 1.3**  
Submitted By: Melany L Felton Submitted Date: 01/16/2009

EnrollID	Name	Job Title	Last Process Action	Last Processed By
06932	Melany L Felton	HR Manager	Submit	Melany L Felton

**Training Enrollment 1.4**  
Submitted By: Melany L Felton Submitted Date: 01/16/2009

EnrollID	Name	Job Title	Last Process Action	Last Processed By
06932	Melany L Felton	HR Manager	Submit	Melany L Felton

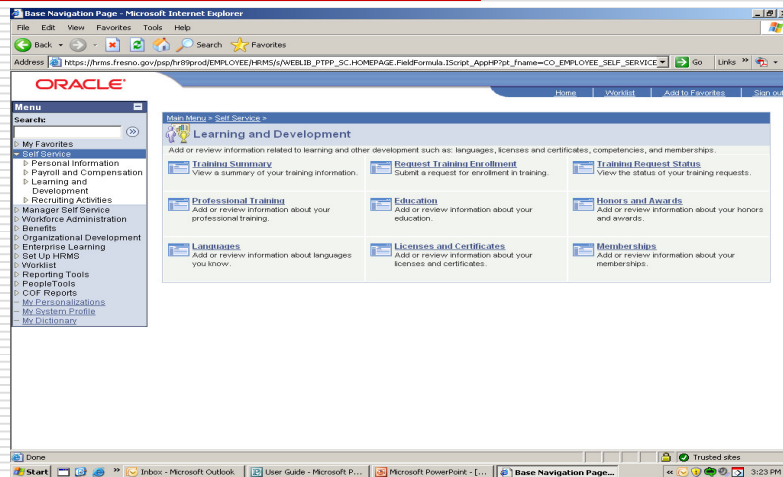
**Training Enrollment 4.4**  
Submitted By: Melany L Felton Submitted Date: 02/06/2009

EnrollID	Name	Job Title	Last Process Action	Last Processed By
06932	Melany L Felton	HR Manager	Submit	Melany L Felton

This is the Training Request Status page. It allows you to see the last process action taken on your request for training.

Click the “Training Enrollment” link for the request for training that you would like to review.

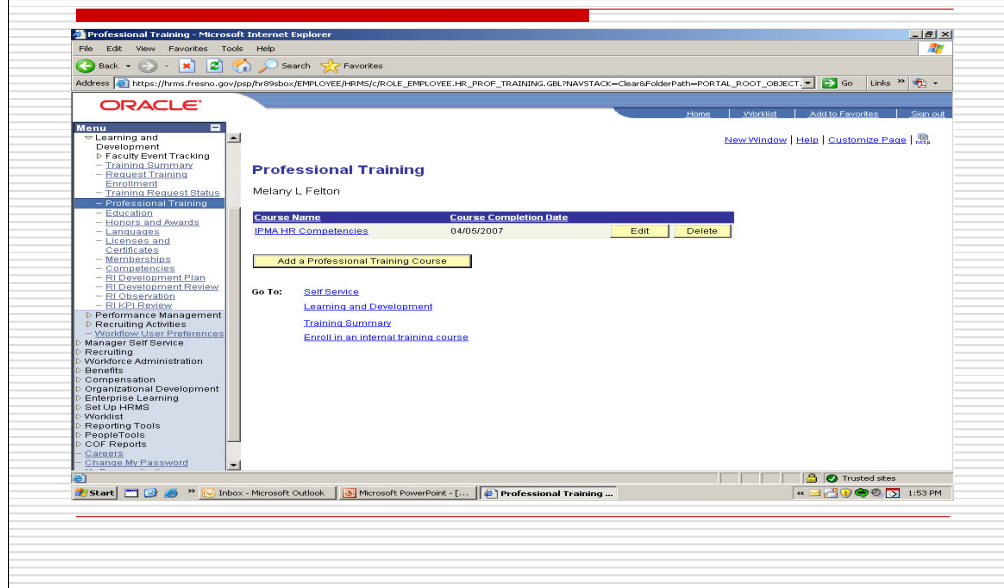
# Self Service: Learning and Development



The next six icons are related to your personal PeopleSoft Profile. The icons are:

1. **Professional Training** (Add or review information about your professional training)
2. **Education** (Add or review information about your education)
3. **Honors and Awards** (Add or review information about your honors and awards)
4. **Languages** (Add or review information about languages you know)
5. **Licenses and Certificates** (Add or review information about your licenses and certificates)
6. **Memberships** (Add or review information about your memberships)

# Learning and Development: Professional Training



Here you can add or review your external (not City of Fresno) professional training.

# Learning and Development: Education

**Education**  
Melany L. Felton

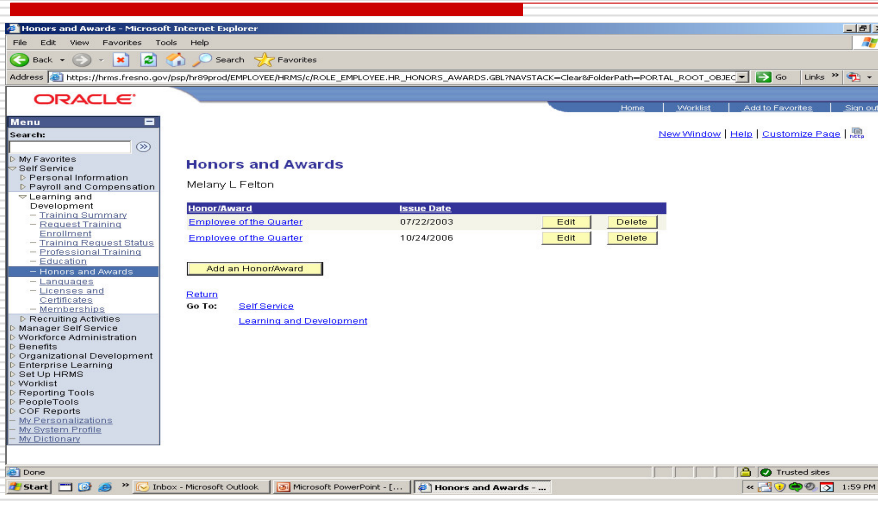
Degree	School Name	Date Acquired	Edit	Delete
<a href="#">Bachelor of Arts</a>	CALIFORNIA STATE UNIVERSITY-FR	05/15/1990	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">Master of Arts</a>	ASHFORD UNIVERSITY	12/15/2008	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add a Degree](#)

Go To: [Self Service](#) [Learning and Development](#)

Here you can add or review your education.

# Learning and Development: Honors and Awards



Here you can add or review Honors and Awards.

# Learning and Development: Languages

**ORACLE**

Menu  
Search  
My Favorites  
Self Service  
Personal Information  
Payroll and Compensation  
Learning and Development  
Training Summary  
Request Training Enrollment  
Training Request Status  
Professional Training  
Education  
Honors and Awards  
Languages  
Licenses and Certificates  
Memberships  
Recruiting Activities  
Manager Self Service  
Workforce Administration  
Benefits  
Organizational Development  
Enterprise Learning  
Set Up HRMS  
Worklist  
Reporting Tools  
People Tools  
COF Reports  
My Personalizations  
My System Profile  
My Dictionary

**Languages**  
Melany L. Felton

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency	
Spanish	High	High	Moderate	Edit Delete

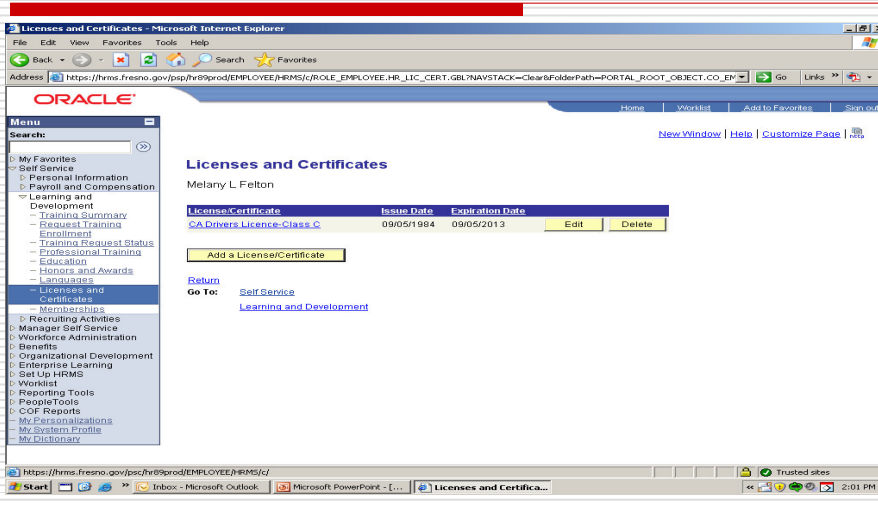
Add a Language

Go To: [Self Service](#)  
[Learning and Development](#)

Here you can add or review information about Languages you know.

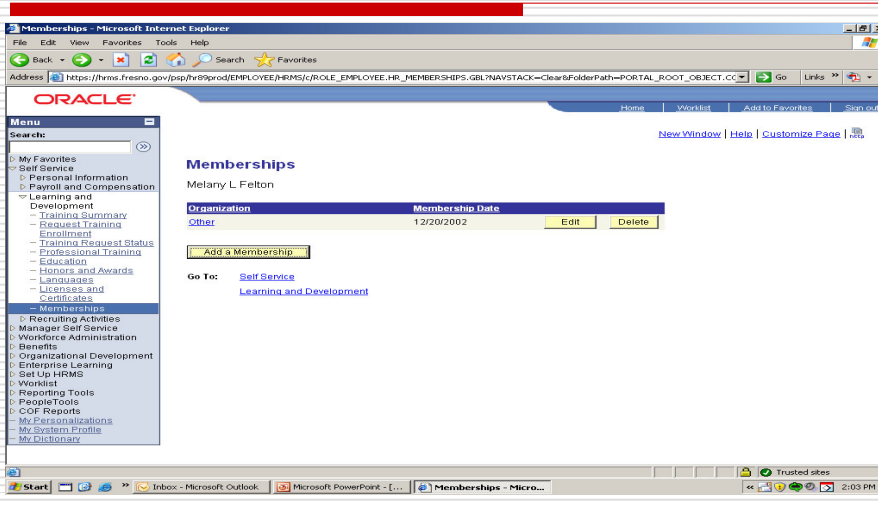


# Learning and Development: Licenses and Certificates



Here you can add or review information about your Licenses and Certificates.

# Learning and Development: Memberships



Here you can review information about your Memberships.

## PeopleSoft Training: Manager Self Service Learning and Development

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**TRAINING  
SUMMARY**

**Approve  
Training  
Request**



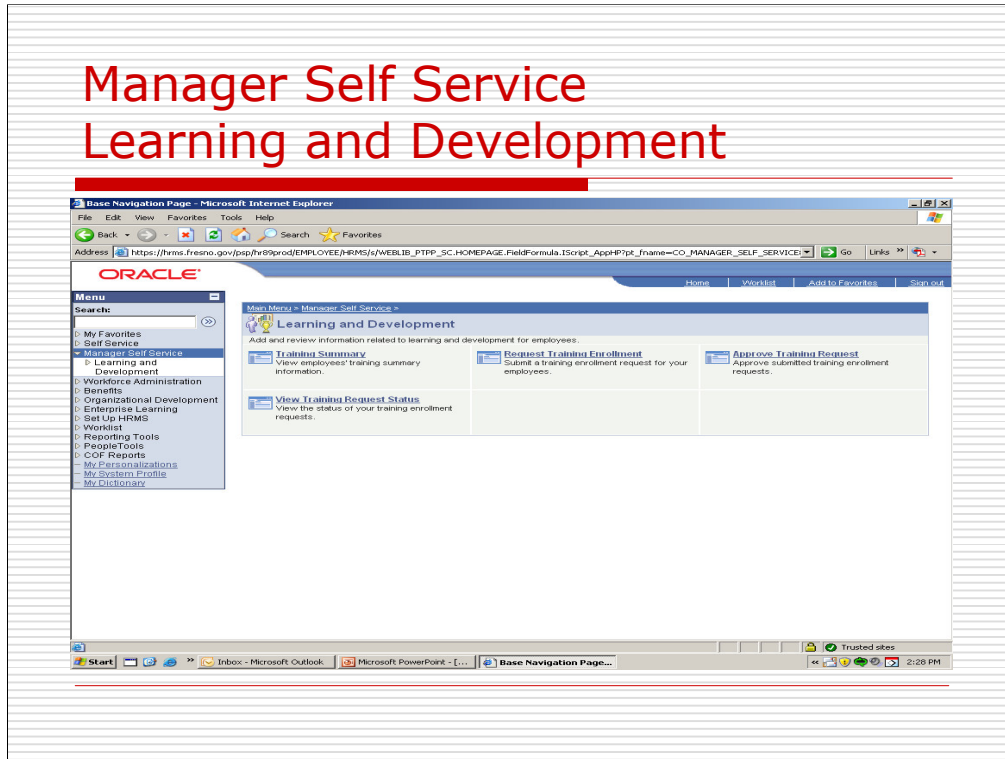
**REQUEST  
TRAINING  
ENROLLMENT**

**View  
Training  
Request  
Status**

Welcome to the Manager Self Service Module. This area is designed for those employees in a supervisory or managerial role.

Click on the Personal Data Management icon from any City of Fresno network computer. From the PeopleSoft sign on screen, enter your UserID and password. If you do not remember your log-in information, please call the ISD help desk at X7100.

# Manager Self Service Learning and Development

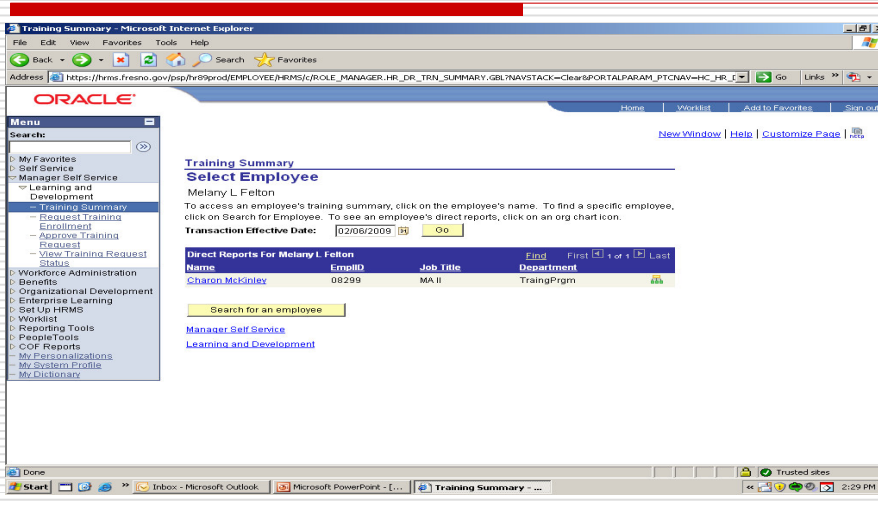


**From the main menu in PeopleSoft . . . Click on Manager Self Service and then Learning and Development.**

**There are four modules in Learning and Development:**

- 1. Training Summary (View employees' training summary)**
- 2. Request Training Enrollment (Submit a training enrollment request for your employees)**
- 3. Approve Training Request (Approve/deny submitted training enrollment requests)**
- 4. View Training Request Status (View the status of your staff's training enrollment requests)**

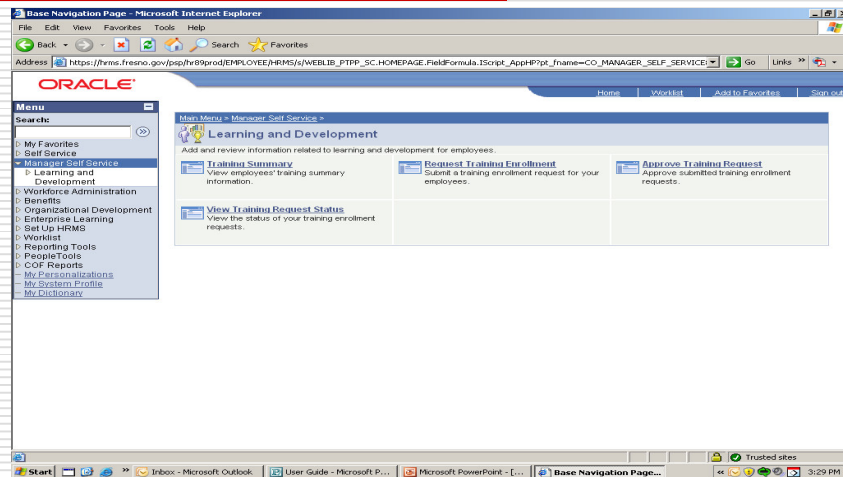
# Learning and Development: Training Summary



Here is the Training Summary Page for your employees.

To access an employee's training summary, click on the employee's name. To find a specific employee, click on the "Search for Employee" button. To see the training summary of your *employee's* direct reports, click on the yellow/green org chart icon to the far right of that employee's name.

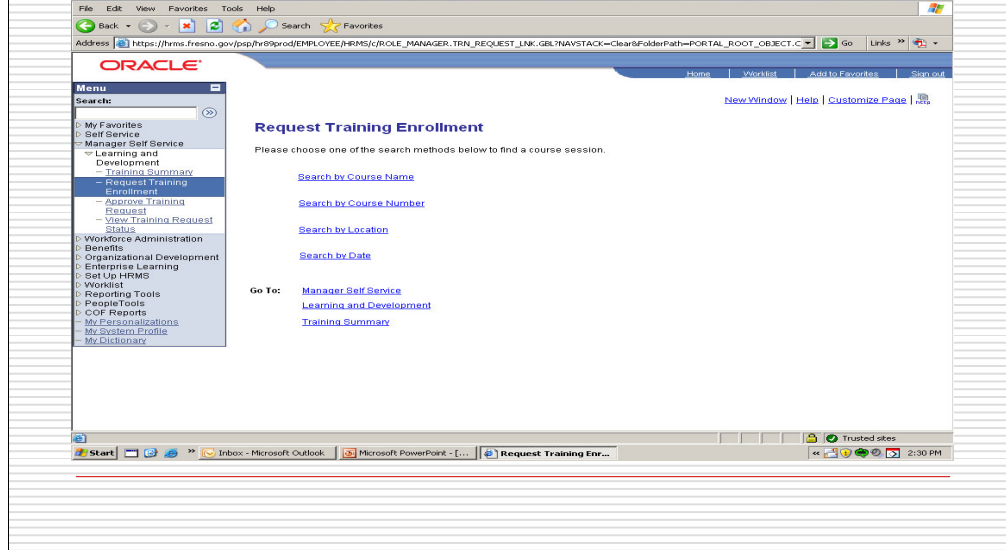
# Manager Self Service Learning and Development



The second icon under Manager Self Service/Learning and Development is:

**Request Training Enrollment** (Submit a request for enrollment in training for your staff)

# Training and Development: Request Training Enrollment

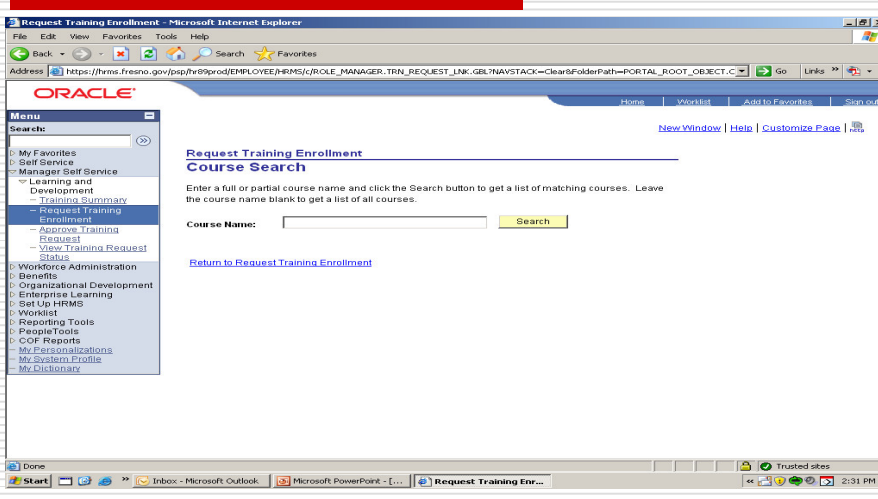


In Request Training Enrollment there are four ways to look for training courses:

1. Search by Course Name
2. Search by Course Number
3. Search by Location
4. Search by Date

The most common way to search is by Course Name. To proceed, click on "Search by Course Name."

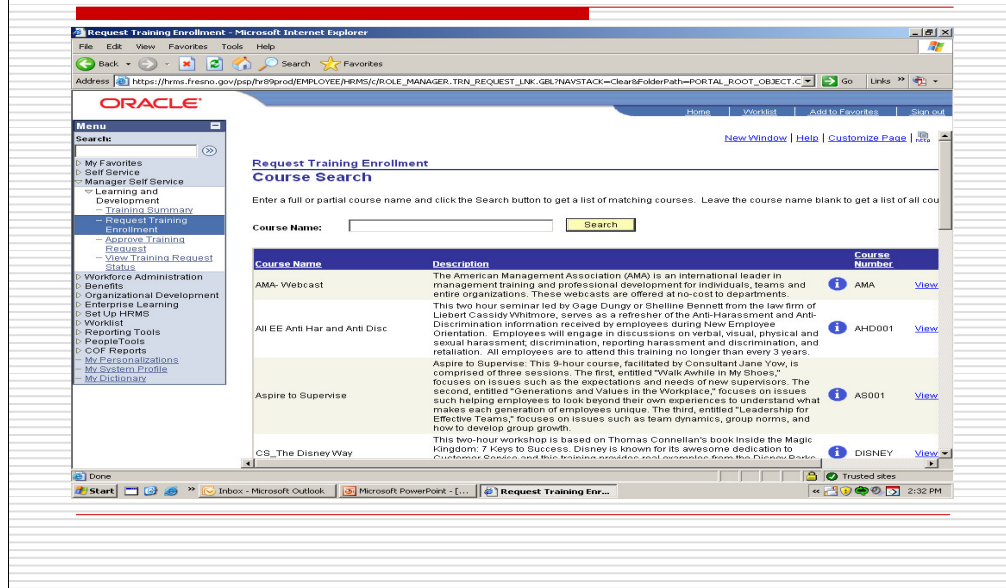
# Training and Development: Request Training Enrollment



In the Request Training Enrollment page, click on the “Search” button.



# Training and Development: Request Training Enrollment



**In the Request Training Enrollment page, view the complete list of all courses being offered at this time. Once you have located the course you would like to enroll in, click on the “View Available Sessions.”**

# Training and Development: Request Training Enrollment

**Request Training Enrollment**  
**View Available Sessions**

AHD001 All EE Anti Har and Anti Disc

Click on a session number in the list below to view session details or to request enrollment in the session.

Session	Location	Duration (Hours)	Open Seats	Waitlisted
<b>02/19/2009</b>				
<a href="#">0015</a>	Fresno City Hall	2.0	199	0
<b>03/20/2009</b>				
<a href="#">0016</a>	Fresno City Hall	2.0	200	0
<a href="#">0017</a>	Fresno City Hall	2.0	200	0
<b>04/08/2009</b>				
<a href="#">0018</a>	Fresno City Hall	2.0	200	0
<b>05/15/2009</b>				
<a href="#">0019</a>	Fresno City Hall	2.0	200	0

Click on a session number to view session details or to request enrollment in that session.

# Training and Development: Request Training Enrollment

The screenshot shows a web browser window titled "Request Training Enrollment - Microsoft Internet Explorer". The address bar displays a URL from the Fresno.gov portal. The Oracle logo is visible at the top of the page. On the left, there is a "Menu" sidebar with a search bar and a list of navigation links including "My Favorites", "Self Service", "Manager Self Service", "Learning and Development", "Request Training Enrollment", "Approve Training Request", "View Training Request Status", "Workforce Administration", "Benefits", "Organizational Development", "Enterprise Learning", "Set Up HRMS", "Worklist", "Reporting Tools", "People Tools", "COF Reports", "My Personalizations", "My System Profile", and "My Dictionary".

The main content area is titled "Request Training Enrollment Session Detail". It includes a sub-header "Session Detail" and a message: "Click Continue to select employees to be enrolled in this session." Below this, session details are listed: Course (AHD001 All EE Anti Har and Anti Disc), Session (0015), Location (Fresno City Hall), Start Date (02/19/2009), Duration (Hours) (2.0), Language, and Prerequisites (None).

A "Session Schedule" table is displayed with the following data:

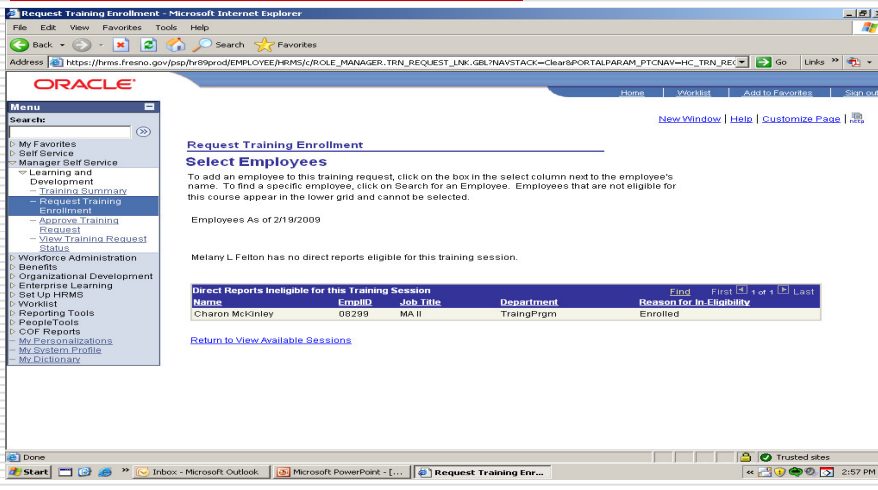
Date	Start Time	End Time
Thursday 02/19/2009	2:00PM	4:00PM

Below the table, there is a checkbox labeled "If this session is full, place the employees on the waiting list." which is checked. A yellow "Continue" button is located below the checkbox. A link "Return to Course Search" is also present.

The browser's taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft Outlook", "Microsoft PowerPoint - [...]", and "Request Training Enr...". The system clock indicates the time is 2:55 PM.

After reviewing session details, click “Continue” to select employees to be enrolled in this session.

# Training and Development: Request Training Enrollment



On this page you will be able to select employees for training enrollment. To add an employee to this training request, click on the box in the select column next to the employee's name. To find a specific employee, click on Search for an Employee. Employees that are not eligible (as seen within this example) for this course (e.g., are already enrolled or have already completed the course) will appear in a lower grid and cannot be selected for enrollment in that course.

# Training and Development: Request Training Enrollment

**Request Training Enrollment**  
**View Available Sessions**

CDSE Customer Driven Serv Ees

Click on a session number in the list below to view session details or to request enrollment in the session.

Session	Location	Duration (Hours)	Open Seats	Waitlisted
<b>04/30/2009</b>				
0003	Fresno City Hall	2.0	25	0
<b>07/30/2009</b>				
0004	Fresno City Hall	2.0	25	0
<b>10/29/2009</b>				
0005	Fresno City Hall	2.0	25	0

[Return to Course Search](#)

Since the manager's staff member was ineligible for that last training, the manager proceeds with another class option. Click on a session number to view session details or to request enrollment in that session.

# Training and Development: Request Training Enrollment

The screenshot shows a web browser window titled "Request Training Enrollment - Microsoft Internet Explorer". The address bar displays a URL from the Fresno.gov portal. The Oracle logo is visible at the top left of the page. A left-hand menu contains various navigation options, with "Request Training Enrollment" selected. The main content area is titled "Request Training Enrollment Session Detail". It includes a message: "Click Continue to select employees to be enrolled in this session." Below this, session details are listed: Course (CDSE Customer Driven Serv Ees), Session (0003), Location (Fresno City Hall), Start Date (04/30/2009), Duration (Hours) (2.0), Language, and Prerequisites (None). A "Session Schedule" table shows a single entry for Thursday, 04/30/2009, from 2:00PM to 4:00PM. At the bottom, there is a checkbox for "If this session is full, place the employees on the waiting list" and a yellow "Continue" button. A "Return to Course Search" link is also present. The browser's taskbar at the bottom shows other open applications like Microsoft Outlook and PowerPoint.

**Request Training Enrollment**  
**Session Detail**

Click Continue to select employees to be enrolled in this session.

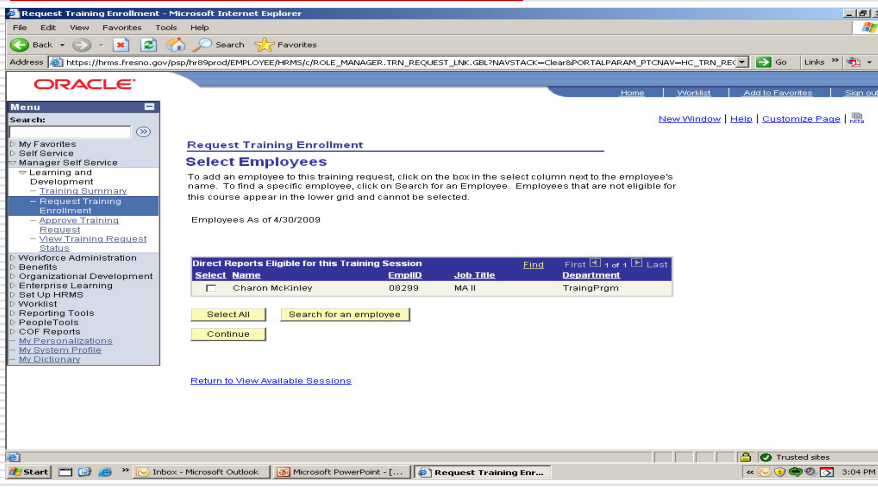
**Course:** CDSE Customer Driven Serv Ees  
**Session:** 0003  
**Location:** Fresno City Hall  
**Start Date:** 04/30/2009  
**Duration (Hours):** 2.0  
**Language:**  
**Prerequisites:** None

Session Schedule			
Date		Start Time	End Time
Thursday	04/30/2009	2:00PM	4:00PM

☒ If this session is full, place the employees on the waiting list.  
[Continue](#)  
[Return to Course Search](#)

Click "Continue" to select employees to be enrolled in this session.

# Training and Development: Request Training Enrollment



On this page you will be able to select employees for training enrollment. To add an employee to this training request, click on the box in the select column next to the employee's name. To find a specific employee, click on Search for an Employee. Employees that are not eligible for this course (e.g., are already enrolled or have already completed the course) will appear in a lower grid and cannot be selected for enrollment in that course.

## Training and Development: Request Training Enrollment

**Request Training Enrollment - Microsoft Internet Explorer**

Address: [https://hrms.fresno.gov/hrms/prod/EMPLOYEE/HRMS/c/ROLE\\_MANAGER\\_TRN\\_REQUEST\\_LINK.GBL?NAVSTACK=Clear&PORTALPARAM\\_PTCNAV=HC\\_TRN\\_REC](https://hrms.fresno.gov/hrms/prod/EMPLOYEE/HRMS/c/ROLE_MANAGER_TRN_REQUEST_LINK.GBL?NAVSTACK=Clear&PORTALPARAM_PTCNAV=HC_TRN_REC)

**ORACLE**

**Menu**

- Search
- My Favorites
- Self Service
- Manager Self Service
  - Learning and Development
    - Request Training Enrollment
    - Approve Training Request
    - View Training Request Status
  - Workforce Administration
  - Benefits
  - Organizational Development
  - Enterprise Learning
  - Set Up HRMS
  - Worklist
  - Reporting Tools
  - People Tools
  - COF Reports
  - My Personalizations
  - My System Profile
  - My Dictionary

**Submit Request**

Enter comments (optional) and click the Submit button at the bottom of the page to complete your request.

Course:	CDSE	Customer Driven Serv Ees
Session:	0003	
Location:	Fresno City Hall	
Course Start Date:	04/30/2009	Start Time: 2:00PM End Time: 4:00PM
Duration (Hours):	2.0	
Language:		

**Sharon McKinley**

EmpID: 08299

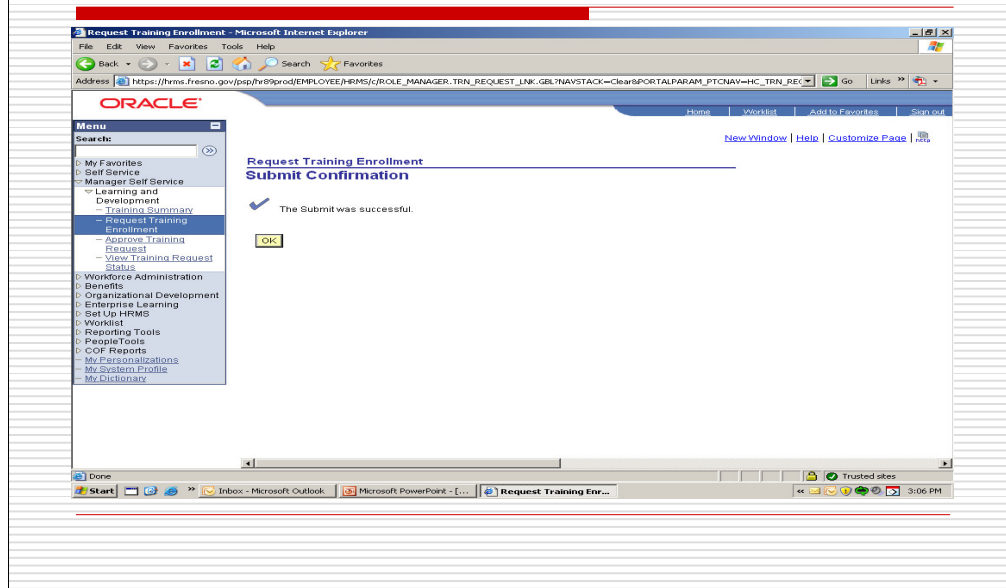
Comment:

**Submit**

Enter comments (optional) and click the “Submit” button at the bottom of the page to complete your request. As a supervisor/manager requesting training on behalf of their employees, this request for approval will be sent to whomever that supervisor/manager reports to.

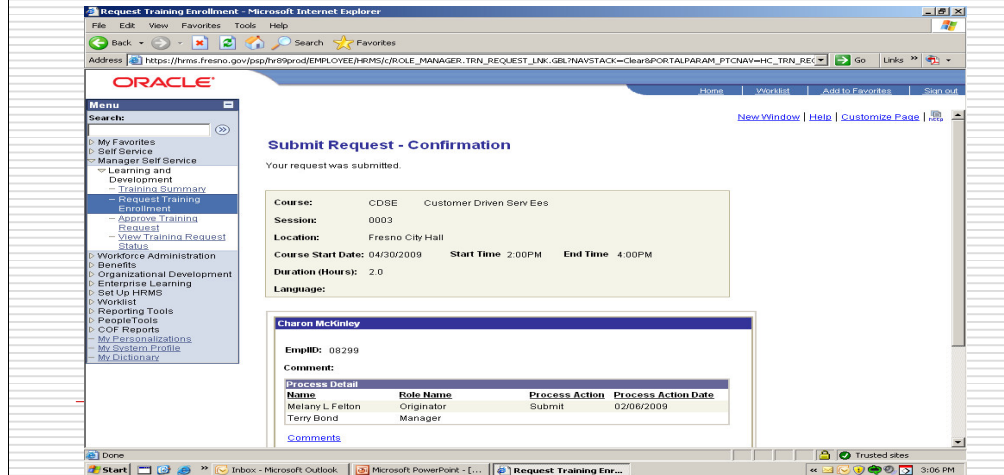


# Training and Development: Request Training Enrollment



**This page shows your transmittal (submit) was successful. Proceed to next page by clicking on the yellow “Ok” button.**

# Training and Development: Request Training Enrollment



This is your Submit Request -Confirmation Page.... letting you know your request was submitted successfully.

# Training and Development: Approve Training Request

**Approve Training Request**

The hyperlinks below indicate groups of employees which require your participation in an approval process. Click on a hyperlink to see details about what needs to be approved for each employee contained in the group.

**Training Enrollment 49**

Submitted By: Charon D McKinley      Submitted Date: 02/12/2009

EmpID	Name	Job Title	Last Process Action	Last Processed By
08299	Charon D McKinley	MA II	Submit	Charon D McKinley

[Manager Self Service](#)  
[Learning and Development](#)

On this page you will be see training requests submitted by your employees.  
To proceed, click on the “Training Enrollment” link.

# Training and Development: Approve Training Request

**Approve Transaction**

For each employee below, approve or deny the proposed information. You may also enter optional comments about each approval choice. When you are finished, click the Save button at the bottom of the page.

Course:	TMT	Time Mgt Training
Session:	0002	
Location:	Fresno City Hall	
Course Start Date:	05/08/2009	Start Time: 9:00AM End Time: 11:00AM
Duration (Hours):	2.0	
Language:		

The following transactions require approval.

**Charon McKinley**

EmpID: 08299

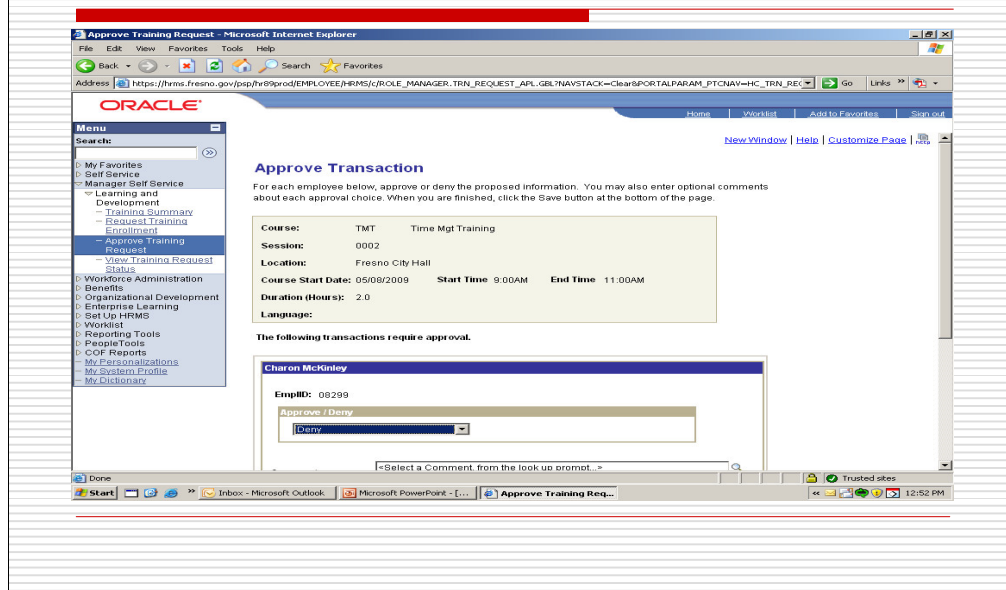
Approve / Deny

Approve

[Select a Comment from the look-up prompt...]

On this page, you can either choose to Approve or Deny the training request. To approve this request for training, choose “approve” and then click on “save” at the bottom of the page.

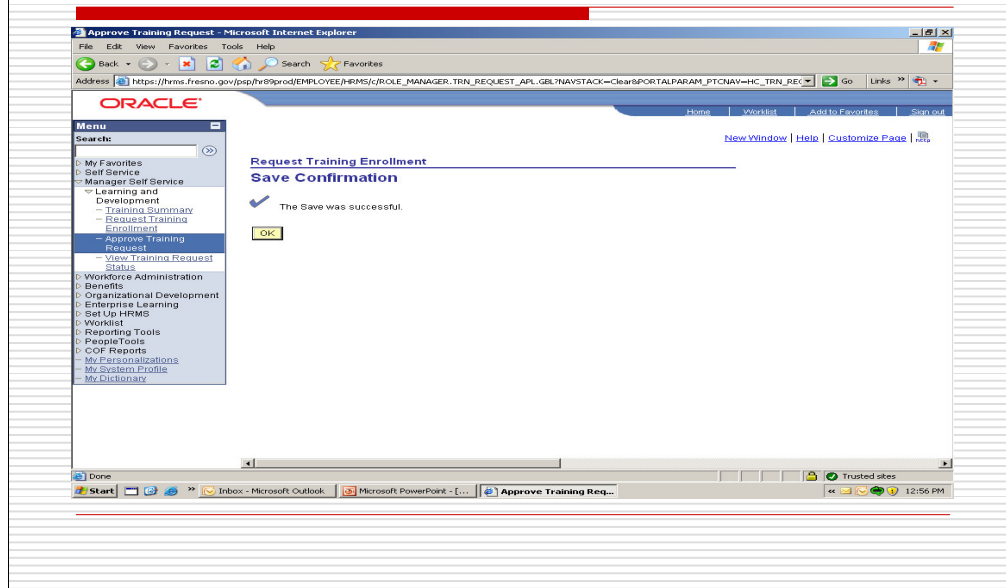
## Training and Development: Approve Training Request



You can also deny the training request by selecting “deny” and then hitting “save” at the bottom of the page.

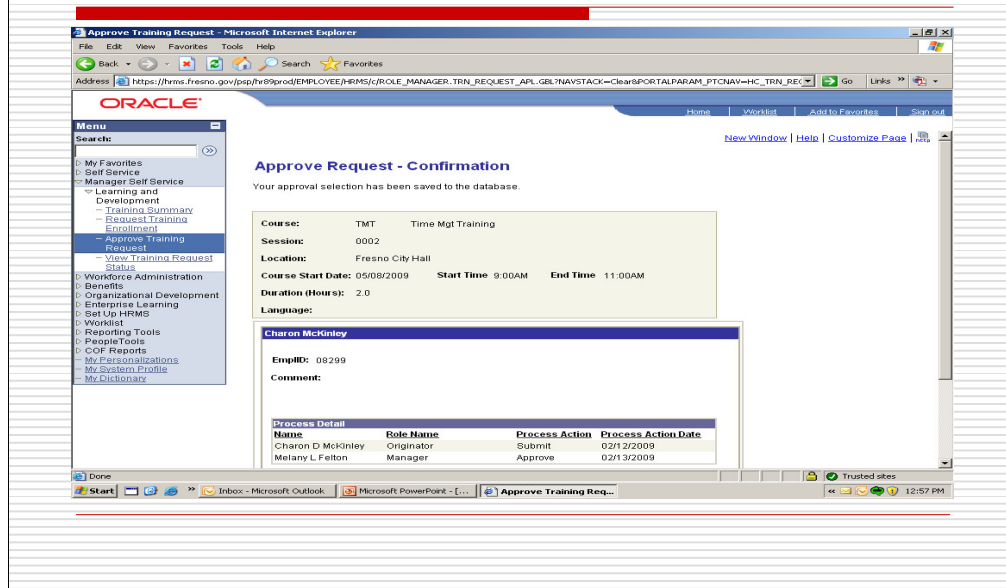
Beneath the approve/deny drop-down screen is a list of comments that can be selected and included along with the decision to approve/deny. To access that feature, click on the magnifying glass to the right of the “Select a Comment from the look-up prompt” box.

# Training and Development: Approve Training Request



This shows that the request for training was successfully received. Click on “ok” to continue.

# Training and Development: Approve Training Request



This page shows the supervisor/manager that (in this example) the employee's request for training was approved.

# Training and Development: View Training Request Status

**View Training Request Status - Microsoft Internet Explorer**

Address: [https://hrms.fresno.gov/psppv@prod/EMPLOYEE/HRMS/c/ROLE\\_MANAGER\\_TRN\\_REQUEST\\_STL.GBL?NAVSTACK=Clear&FolderPath=PORTAL\\_ROOT\\_OBJECT.O](https://hrms.fresno.gov/psppv@prod/EMPLOYEE/HRMS/c/ROLE_MANAGER_TRN_REQUEST_STL.GBL?NAVSTACK=Clear&FolderPath=PORTAL_ROOT_OBJECT.O)

**ORACLE**

Menu: Search, My Favorites, Self Service, Manager Self Service, Learning and Development, Training Summary, Request Training Enrollment, Approve Training Request, View Training Request Status, Workforce Administration, Benefits, Organizational Development, Enterprise Learning, Set Up HRMS, Worklist, Reporting Tools, People Tools, COF Reports, My Personalizations, My System Profile, My Dictionary.

**Training Request Status List**

The hyperlinks below indicate groups for which you are a participant in the approval process. Click on a hyperlink to see details about the status of each transaction contained in the group.

[Training Enrollment by Manager 1](#)  
Submitted By: Melany L. Felton Submitted Date: 02/06/2009

EmpID	Name	Job Title	Last Process Action	Last Processed By
08299	Charon D McKinley	MA II	Submit	Melany L. Felton

[Training Enrollment 1](#)  
Submitted By: Charon D. McKinley Submitted Date: 01/29/2009

EmpID	Name	Job Title	Last Process Action	Last Processed By
08299	Charon D McKinley	MA II	Approve	Melany L. Felton

[Training Enrollment 18](#)  
Submitted By: Charon D. McKinley Submitted Date: 01/30/2009

Done, Start, Inboxes - Microsoft Outlook, Microsoft PowerPoint - [...], View Training Reques..., Trusted sites, 3:09 PM

The hyperlinks indicate training requests from your staff. Click on a hyperlink to see details about the status of each request.



## Questions?

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- ❑ Melany Felton, HR Manager, 621-6934
  - ❑ Charon Mckinley, MAII, 621-6958
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